

# **Document Fragments**

### **Overview**

In this document, we'll be looking at the document fragments in CMPOnline. Document fragments allow you to enter document templates into other templates, creating the opportunity to reuse document sections repeatedly throughout your templates.

This feature requires understanding of how templates and packages are built in CMPOnline, so please make sure you have reviewed our help files on <u>Basic Document Generation</u> and Advanced Document Generation.

## **Adding a Document Fragment to a Template**

- Navigate to Administration > Setup > Document Templates.
- Create the document you would like to insert into another document. In my case, I'll
  create a footer section as shown below.

Very truly yours,

{DOCVARIABLE "CompanyName"}

Our File No.: {DOCVARIABLE "FileNumber"}

- Next, we'll save and then open the template we wish to insert this section into.
- Search for DOCFRAG in the CMP Merge Field list to the left, and double click.
- You'll be prompted to select the document you wish to add as the fragment. Click "Browse" and then select your document.



## **Document Fragments**

 Once done, click save. Your resulting document should look something like this before testing.

#### {DOCFRAG "~\Templates\Doc Fragments Example\demandLetterHeader.docx"}

Dear {DOCVARIABLE "OpponentFullName"}:

We have been retained by {DOCVARIABLE "ClientCompanyName"} to commence legal action against you to collect the balance due on the account referenced above. Any information obtained will be used for that purpose.

Unless you, within 30 days after receipt of this notice, dispute the validity of this debt or any portion thereof, the debt will be assumed to be correct. If you notify CMP and Associates, P.A. in writing within 30 days after receipt of this notice that the amount due, or any portion thereof, is disputed, verification of the amount due will be obtained and a copy of the verification will be mailed to you.

Additionally, upon your written request within 30 days after receipt of this notice, we will provide you with the name and address of the original creditor, if different from the current creditor.

If you would like to pay the total balance in full, please make your check or money order payable to John Smith and mail it to our office using the envelope provided. If you are unable to pay in full, please contact our offices at 800-555-0570 to make suitable payment arrangements.

{DOCFRAG "~\Templates\Doc Fragments Example\demandLetterFooter.docx"}

- Lastly, test your new template to ensure all is merging correctly.
- You may now save and package your template as you would any other template in CMPOnline.

#### **Questions?**

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